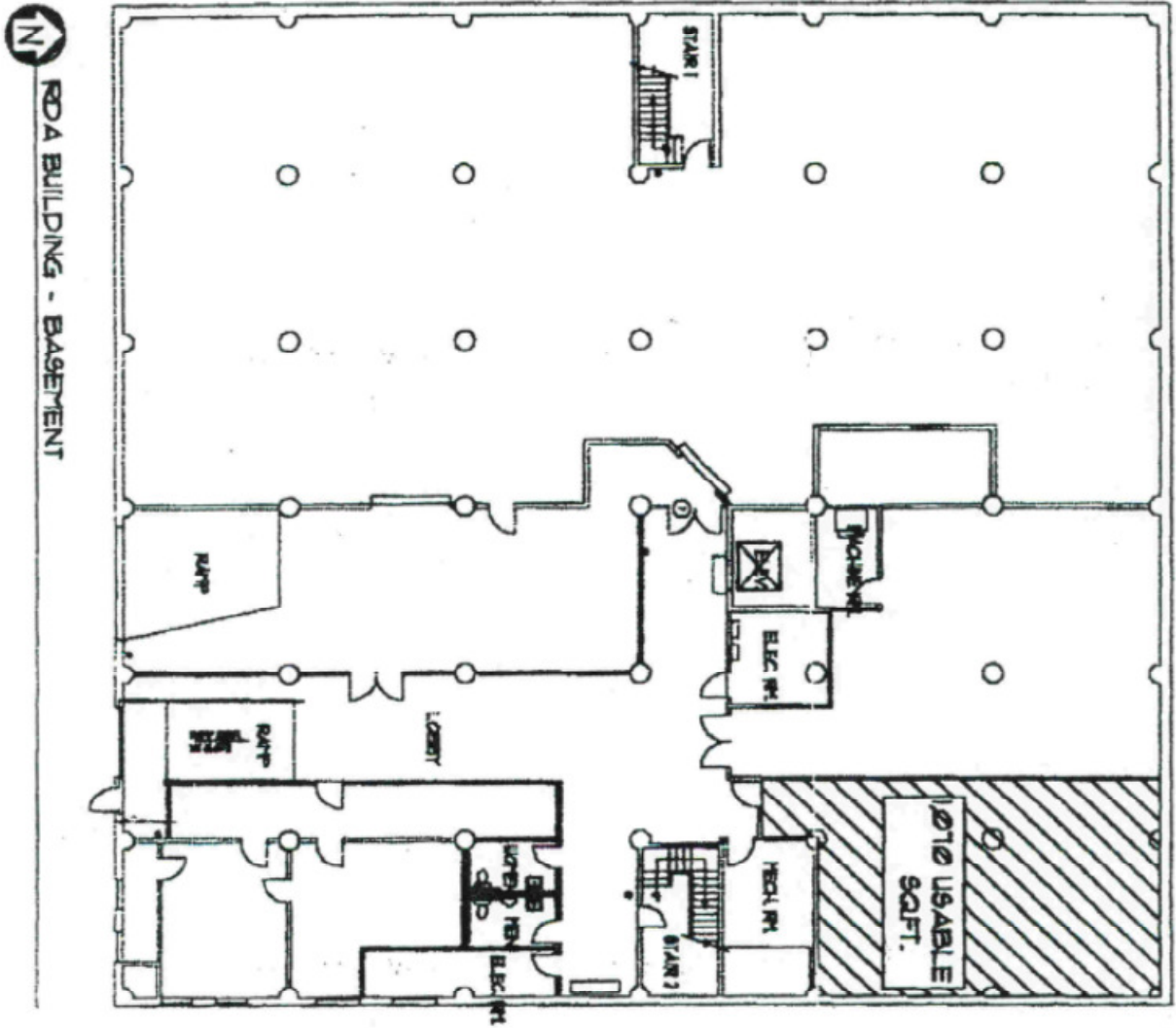
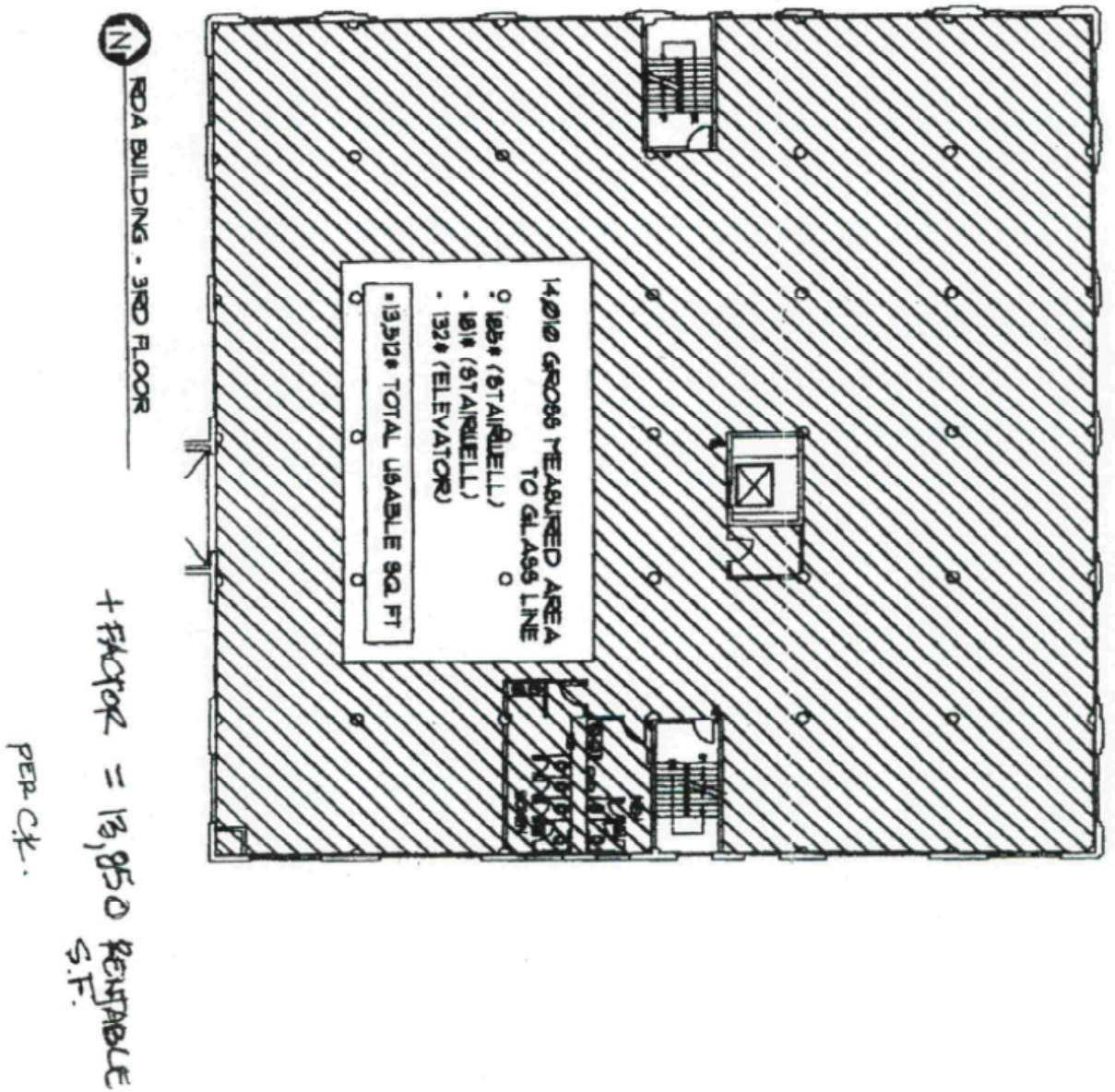


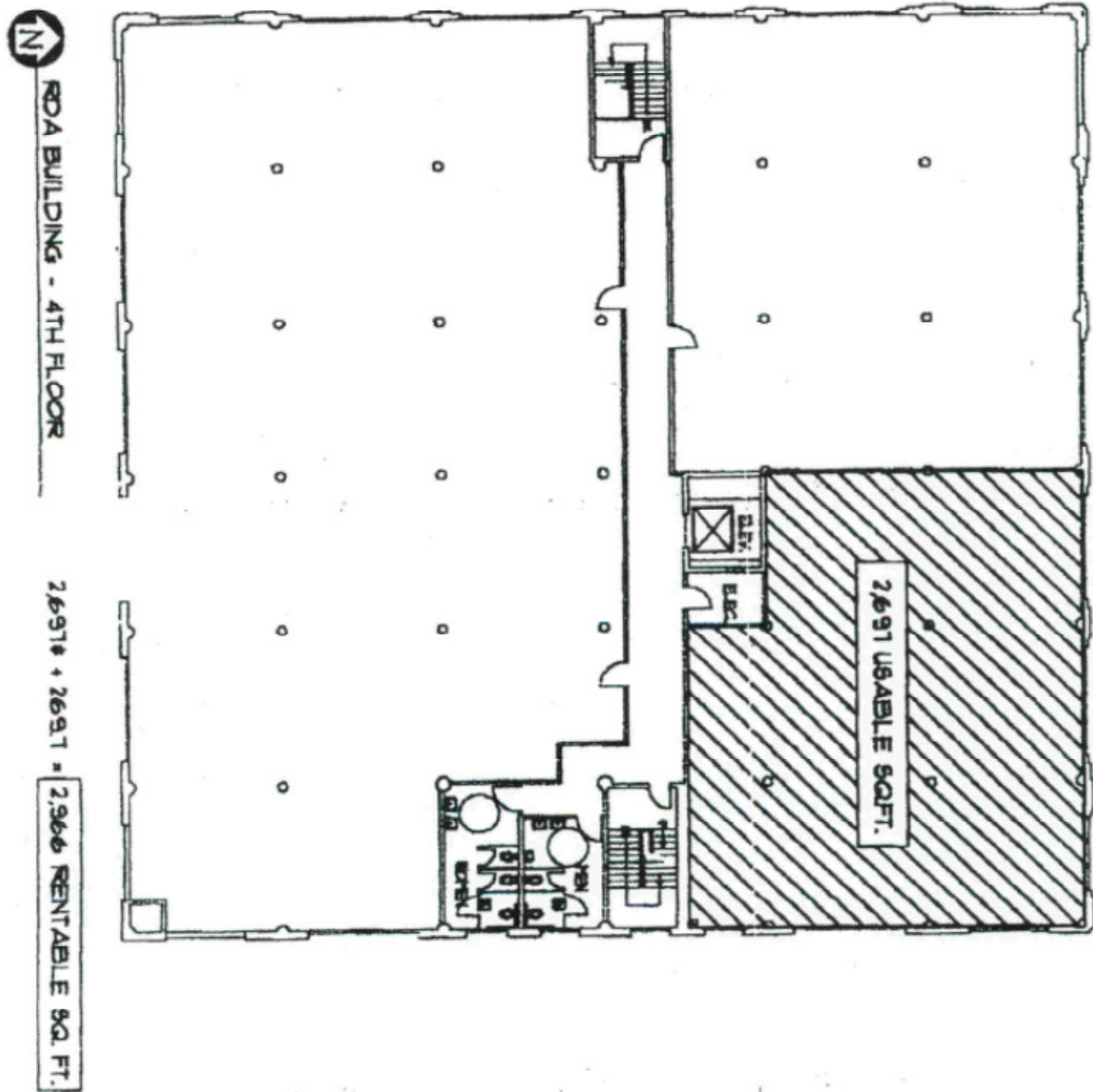
## Building Plan











## Exhibit B Janitorial Specifications

### Janitorial Bid Specifications

Definition of area: Net Rentable; the entire area bounded by the inside surface of the exterior glass wall (or permanent exterior wall where there is no glass) of the building including all areas used for elevator lobbies, corridors, special stairways, elevators, rest rooms, mechanical rooms, electric rooms, telephone or janitorial closets.

#### I. Common Areas - Exterior Level of Cleaning - Above Standard

##### A. Nightly Services (5 days per week, Sunday through Thursday, excluding 7 holidays per year).

1. Remove finger prints from entry door and partition glass (inside & out). (Note: 4 locations)
2. Sweep and dispose of debris outside entry sidewalks (including under the benches) and stairs. This area shall include the concrete pad extending to the parking lot and side walkways at all building entrances.
3. Wipe clean sidewalk entry lights and report any entry lights out.
4. Remove any "waste" from bird or foul droppings on sidewalks where applicable.
5. Entrance mats to be vacuumed and spot cleaned.
6. Empty exterior trash receptacles.
7. Clean sand urns and replace sand when necessary (from Owner's supply).

##### B. Weekly Services

1. Sweep clean all exterior decks. (Note: 10 decks)
2. Wash all garage entries outside of elevator doors (all levels).

#### II. Common Areas - Interior Level of Cleaning - Above Standard

##### A. Nightly services (5 days per week, Sunday through Thursday, excluding holidays per year).

1. Vacuum building lobbies and public corridors.
2. Sweep and spot clean all resilient, tile and wood floors.
3. Clean (vacuum and spot clean) all entry mats.
4. Vacuum, sweep and/or dust all stairwells, landings and rails.
5. Empty and wipe any public ashtrays, wall-mounted or floor models.
6. Clean all building accessories.
7. Record any lights out in public (and tenant) areas.
8. Clean and disinfect all drinking fountains.
9. Wipe clean exterior and interior elevator doors, call buttons, tracks and frames.
10. Vacuum and edge elevator cars and polish interior stainless steel or brass doors and mirrors.
11. Wipe, dust, vacuum any lobby/furniture.
12. Spot clean any soiled carpeted areas using care not to damage carpet.
13. All chrome/stainless steel will be cleaned & polished as necessary throughout the building.
14. Clean and polish building & suite directories.
15. Spot clean walls and switch plates of prints and smudges.
16. Maintain janitorial closet in clean and orderly condition.

## **CONTINUED**

17. Check to make sure all office entry and exterior doors and windows are closed locked, and that all task lighting is turned off when leaving (unless tenant is in space). Report any task lights and appliances (radios) that are left on to Owner/Manager.

### **B. Weekly Services**

1. Dust window blinds and frames.
2. Inspect elevator cars for:
  - a. call bells out on each floor.
  - b. Lobby indicator lights out on all floors.
3. Dust and vacuum all lobby furniture.

### **C. Monthly Services**

1. Spot clean all wood and rubber base.
2. Wash any common area trash receptacles. (sooner if needed)
3. Dust all high areas throughout common areas of building which require use of ladder including lighting and HVAC return & supply grills.

## **III. Common Area Restrooms Level of Cleaning - Above Standard**

### **A. Nightly Services**

1. Clean and disinfect restroom basins, toilets, toilet seats, wall urinals, counter tops & showers.
2. Sweep and wet mop with neutral cleaner all restroom floors.
3. Clean and polish all restroom mirrors, chrome plumbing connections and restroom hardware.
4. Replenish toilet tissue, hand soap and other restroom supplies from Owner's stock.
5. Replenish restroom waste disposal receptacles with polyliners supplied by Owner.
6. Spot clean restroom partitions and walls.
7. Sanitary napkin receptacle to be emptied and restocked. Liner to be replaced, receptacle to be washed and disinfected.
8. Flush out all floor drains, sink and other drains with minimum one gallon of water.
9. Report any lights out in restroom areas.

### **B. Weekly Services**

1. Wash clean restroom partitions and walls.
2. Disinfect restroom floors, especially around toilet bases.
3. Polish all stainless hardware or dispenser units.

## **CONTINUED**

17. Check to make sure all office entry and exterior doors and windows are closed locked, and that all task lighting is turned off when leaving (unless tenant is in space). Report any task lights and appliances (radios) that are left on to Owner/Manager.

### **B. Weekly Services**

1. Dust window blinds and frames.
2. Inspect elevator cars for:
  - a. call bells out on each floor.
  - b. Lobby indicator lights out on all floors.
3. Dust and vacuum all lobby furniture.

### **C. Monthly Services**

1. Spot clean all wood and rubber base.
2. Wash any common area trash receptacles. (sooner if needed)
3. Dust all high areas throughout common areas of building which require use of ladder including lighting and HVAC return & supply grills.

## **III. Common Area Restrooms Level of Cleaning - Above Standard**

### **A. Nightly Services**

1. Clean and disinfect restroom basins, toilets, toilet seats, wall urinals, counter tops & showers.
2. Sweep and wet mop with neutral cleaner all restroom floors.
3. Clean and polish all restroom mirrors, chrome plumbing connections and restroom hardware.
4. Replenish toilet tissue, hand soap and other restroom supplies from Owner's stock.
5. Replenish restroom waste disposal receptacles with polyliners supplied by Owner.
6. Spot clean restroom partitions and walls.
7. Sanitary napkin receptacle to be emptied and restocked. Liner to be replaced, receptacle to be washed and disinfected.
8. Flush out all floor drains, sink and other drains with minimum one gallon of water.
9. Report any lights out in restroom areas.

### **B. Weekly Services**

1. Wash clean restroom partitions and walls.
2. Disinfect restroom floors, especially around toilet bases.
3. Polish all stainless hardware or dispenser units.

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**CONTINUED**

**D. Quarterly Services**

1. Vacuum all fabric furniture.
2. Dust thoroughly all venetian blinds.
3. Spot clean all rubber bases.
4. Dust and clean all high areas throughout tenant areas of building which require use of ladder including lighting and HVAC return & supply grills (washing of HVAC grills if needed.)
5. Strip and wax all vinyl floors.

**E. Annual Service**

1. Remove and dispose of Christmas tree's, and other plants and decorations upon tenant request.

**V. Exercise Room**

**A. Nightly Services**

1. Wipe down equipment daily with disinfectant. Report any damage to Manager/Owner.